

Socializations: Entry Express

****For Home Base Educators Only****

BEFORE you begin,
complete the paper
Socialization form to
show your
intentional planning,
parent signatures,
and follow up.

You will only enter
the families that
attended the
socialization into
ChildPlus.

Turn in ALL paper
socialization forms to
the office.

Early Head Start
Family Play Group
PLEASE SIGN IN

Site: _____ Location: _____
 Date & Time: _____ Topic: _____

Staff Tracking:

Adults	Enrolled Child	Other Children	Total #	Child#	Socialization- Parent Meeting	Parent Meeting

Families Not In Attendance

Child's Name:	Follow up:

Staff in Attendance:

Special Guests:

Food Offered:

☐ Washed Hands

Educational Materials Given:

☐ Policy Council Minutes Shared

☐ Parent Committee Meeting # _____ (3 minimum)

*Complete separate entry into ~~Filemaker~~ as Parent Committee Group Discussion & Decisions.

Objectives: 1. Families will have the opportunity to socialize with other families with young children.

2.

3.

Outcomes: 1. Families had the opportunity to socialize with other families with young children.

2.

3.

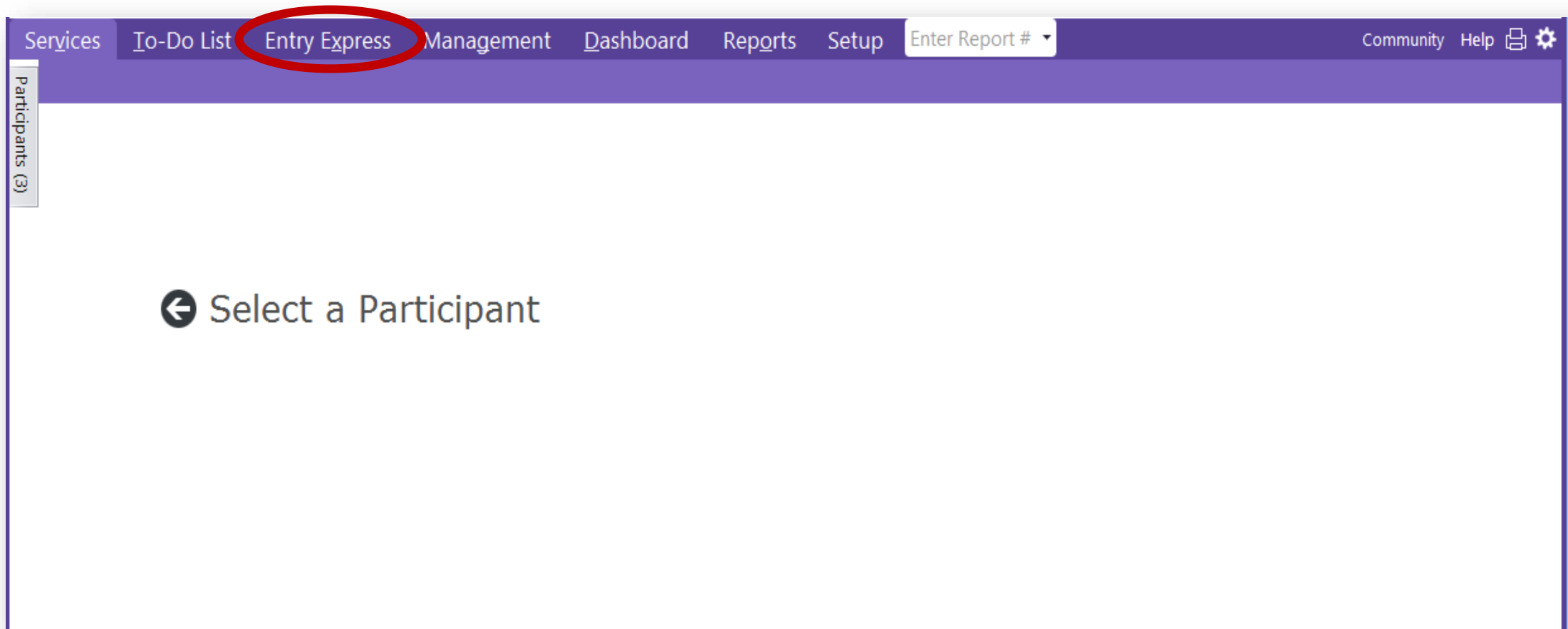
1302.47(1)(ii)-(viii) Safety Practices for socialization sites in the home-base option as referred to by 1302.22(d). All facilities where children are served, including areas for Learning, playing, sleeping, toileting, and eating are, at minimum:

*Prior to event, inspect each item at site location and check off list to ensure safety.

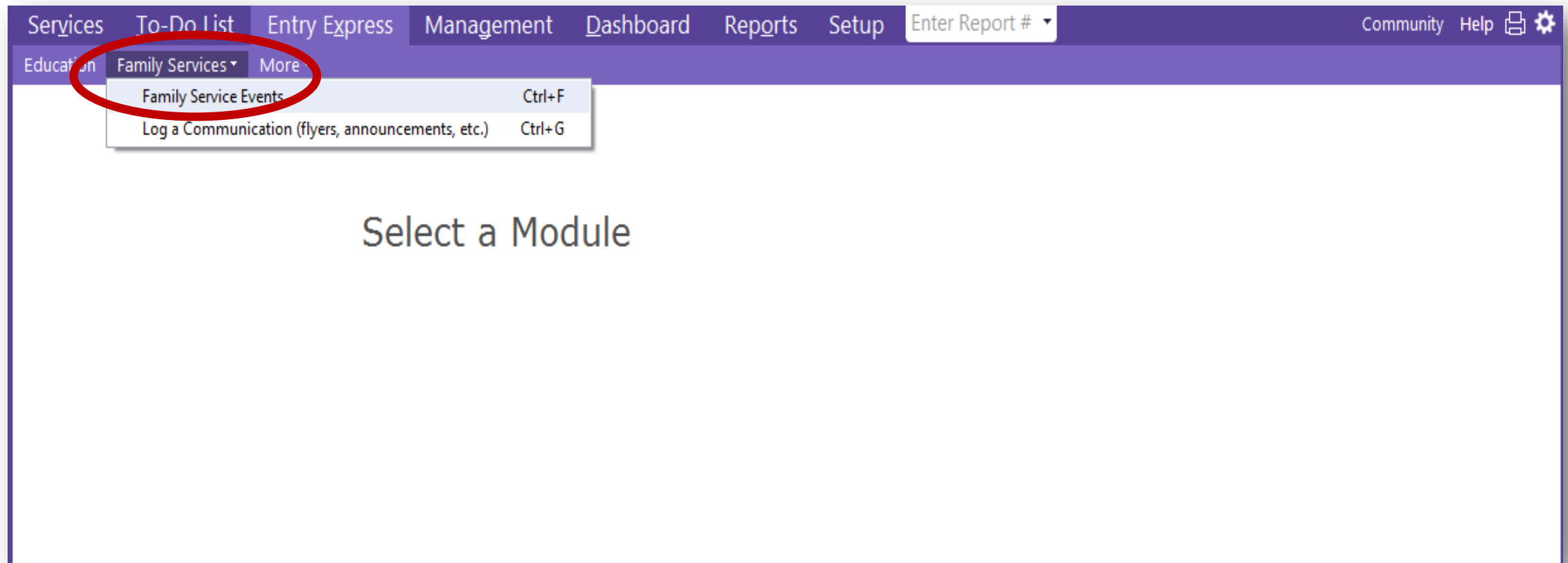
- ☐ Clean and free from pests
- ☐ Free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety
- ☐ Designed to prevent child injury and free from hazards, including choking, strangulation, electrical, and drowning hazards, hazards posed by appliances and other safety hazards
- ☐ Well lit, including emergency lighting
- ☐ Equipped with safety supplies that are readily accessible to staff, including, at minimum, fully-equipped and up-to-date first aid kits and appropriate fire safety supplies
- ☐ Free from firearms or other weapons that are accessible to children
- ☐ Designed to separate toileting and diapering areas from areas for preparing food, cooking, eating, or children's activities

*Fill form out and send to Program Manager.
Include all handouts and flyers that were given to families that pertain to the event.

August 2017



***Click on Entry Express at the top of the screen.**



***From the menu choice that appears, click on “Family Services”.**

***Scroll down the drop down menu and click on “Family Service Events”.**

Select Which Participants to Include

General Custom Filters (0)

Program Terms ☒ All ☐ Show Inactive Locations

☒ EHS 2018 - 2019

Sites ☒ All

☒ Test Site

Classrooms ☒ All

Test Site

☒ < No Classroom >

☒ Test Classroom

Status ☐ All

☐ New

☐ Waitlisted

☒ Enrolled

☐ Dropped

☐ Drop/Wait

☐ Drop/Accept

☐ Completed

☐ Abandoned

☐ Filter by Group

☐ Allergy

☐ Dietary Restriction

☐ Disability

☐ IHP

☐ Medication Admin

☐ OFP

☐ Repeater

☐ Suspected Disability

[Clear All](#) [Find](#) [Cancel](#)

*Check to make sure all data selections are correct: the current program year, your site, classroom, and only children with an enrolled status.

*Then click "Find" at the bottom right corner of the screen.

ChildPlus Agency= Arrowhead/Webinar_Test

Training Mode Training Mode Training Mode

Services To-Do List Entry Express Mar

Education Family Services More

Family Service Events

Participants

	Participant Name	Family Name
<input checked="" type="checkbox"/>	Doe, John	Doe
<input checked="" type="checkbox"/>	Holmes, Jillian	Holmes
<input checked="" type="checkbox"/>	Johnson, Grace	Johnson



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Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report # Community Help

Education Family Services More

Family Service Events

Participants

	Participant Name	Family Name
<input checked="" type="checkbox"/>	Doe, John	Doe
<input checked="" type="checkbox"/>	Holmes, Jillian	Holmes
<input checked="" type="checkbox"/>	Johnson, Grace	Johnson

Default Values
All events start with these values but individual events can be changed on the next screen.

Initial Date

Event Type

Description

Service Area

Issue

Source of Information

Family Outcome

Case Worker

Family Members

Closure Expected

Progress

Date Closed

Result

Event Notes

☐ Also add an action related to this event

Check All Uncheck All

Previous Step Next Step

***All children enrolled in your site will appear in the Participants list with a checkmark in the box next to their name.**

***Click on that box for all children that did NOT attend the socialization event to uncheck their names.**

ChildPlus Agency= Arrowhead/Webinar_Test

Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training

Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report # ▾

Education Family Services ▾ More ▾

Family Service Events ✕

Participants

	Participant Name	Family Name
<input checked="" type="checkbox"/>	Doe, John	Doe
<input type="checkbox"/>	Holmes, Jillian	Holmes
<input checked="" type="checkbox"/>	Johnson, Grace	Johnson

Default Values

All events start with these values but individual events can be changed on the next screen.

Initial Date

Event Type

Description

Service Area

Issue

Source of Information

Family Outcome

Case Worker

Family Members

Closure Expected

Event Type	Assoc. With
Educational Event	Family
Emergency/Crisis	Family
Family Goal	Family
Home Visit (Educational Home Base ONLY)	Participant
Informal Contact	Participant
Need Identified	Family
Parent Committee Meeting	Family
Parent Curriculum	Family
Socialization	Participant

*Enter the date the event occurred in the “Initial Date” box.

*Click on the Event Type box.

*Scroll down the dropdown menu and click on “Socialization”.

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Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode

Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report #

Education Family Services More

Family Service Events

Participants

	Participant Name	Family Name
<input checked="" type="checkbox"/>	Doe, John	Doe
<input type="checkbox"/>	Holmes, Jillian	Holmes
<input checked="" type="checkbox"/>	Johnson, Grace	Johnson

Default Values

All events start with these values but individual events can be changed on the next screen.

Initial Date

7/24/18

Event Type

Socialization

Description

Fun at the Farm Family Day

Service Area

Family Outcome

Family Members

***Type the title of your event in the Description box.**

ServicesTo-Do ListEntry ExpressManagementDashboardReportsSetupEnter Report #

EducationFamily ServicesMore

Family Service Events

Participants

	Participant Name	Family Name
<input checked="" type="checkbox"/>	Doe, John	Doe
<input type="checkbox"/>	Holmes, Jillian	Holmes
<input checked="" type="checkbox"/>	Johnson, Grace	Johnson

Default Values

All events start with these values but individual events can be changed on the next screen.

Initial Date

7/24/18

Event Type

Socialization

Description

Fun at the Farm Family Day

Service Area

Attendance

Child Development

Disability

Education

Emergency/Crisis

Employment

Financial

General Family Support (child care, clothing, non food items, etc)

Health

Housing

Legal

Mental Health

Nutrition

Parenting

Transportation

Family Outcome

Family Members

Event Notes

*Click in the Service Area box.

*Choose from the dropdown menu the main area of focus for the event.

*Click on your choice.

Services
To-Do List
Entry Express
Management
Dashboard
Reports
Setup
Enter Report #

Education
Family Services
More

Family Service Events

Participants

	Participant Name	Family Name
<input checked="" type="checkbox"/>	Doe, John	Doe
<input type="checkbox"/>	Holmes, Jillian	Holmes
<input checked="" type="checkbox"/>	Johnson, Grace	Johnson

Default Values

All events start with these values but individual events can be changed on the next screen.

Initial Date
7/24/18

Event Type
Socialization

Description
Fun at the Farm Family Day

Service Area
Nutrition

Family Outcome

Family Well-Being
☒ Family Well-Being
☐ Positive Parent-Child Relationships
☐ Families as Lifelong Educators
☐ Families as Learners
☐ Family Engagement in Transitions
☐ Family Connections to Peers and Community
☐ Families as Advocates and Leaders

Family Members

***Click in the Family Outcome box.**

***Choose from the dropdown menu the main PFCE outcome area of focus for the event.**

***You will need to offer at least one event from each outcome area within the program year.**

Head Start Parent and Family Engagement Outcomes

1. FAMILY WELL-BEING	Parents and families are safe, healthy, and have increased financial security.
2. POSITIVE PARENT-CHILD RELATIONSHIPS	Beginning with transitions to parenthood, parents and families develop warm relationships that nurture their child's learning and development.
3. FAMILIES AS LIFELONG EDUCATORS	Parents and families observe, guide, promote, and participate in the everyday learning of their children at home, school, and in their communities.
4. FAMILIES AS LEARNERS	Parents and families advance their own learning interests through education, training and other experiences that support their parenting, careers, and life goals.
5. FAMILY ENGAGEMENT IN TRANSITIONS	Parents and families support and advocate for their child's learning and development as they transition to new learning environments, including EHS to HS, EHS/HS to other early learning environments, and HS to kindergarten through elementary school.
6. FAMILY CONNECTIONS TO PEERS AND COMMUNITY	Parents and families form connections with peers and mentors in formal or informal social networks that are supportive and/or educational and that enhance social well-being and community life.
7. FAMILIES AS ADVOCATES AND LEADERS	Parents and families participate in leadership development, decision-making, program policy development, or in community and state organizing activities to improve children's development and learning experiences.

*Use the Parent, Family, & Community Engagement Outcomes definitions to help guide your choices.

Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report #

Education Family Services More

Family Service Events

Participants

	Participant Name	Family Name
<input checked="" type="checkbox"/>	Doe, John	Doe
<input type="checkbox"/>	Holmes, Jillian	Holmes
<input checked="" type="checkbox"/>	Johnson, Grace	Johnson

Check All Uncheck All

Default Values
All events start with these values but individual events can be changed on the next screen.

Initial Date: 7/24/18

Event Type: Socialization

Description: Fun at the Farm Family Day

Service Area: Nutrition

Family Outcome: Family Well-Being

Family Members:

Event Notes:

☐ Also add an action related to this event

Previous Step **Next Step**

- *Leave the Family Members box blank at this point, as it will be different for each family.
- *Event notes are not required, unless you offer transportation or interpretive services.
- *Enter event notes at this time only if it pertains to all families that attended.
- *Click on the green “Next Step” button at the bottom of the screen.

Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report # Community Help

Family Service Events

Edit events for individual participants as necessary

Participants

Participant	Family Name
Doe, John	Doe
Johnson, Grace	Johnson

Participant Name

Initial Date: 7/24/18

Description: Fun at the Farm Family Day

Service Area: Nutrition

Family Outcome: Family Well-Being

Family Members:

Event Notes:

☐ Also add an action related to this event

Previous Step Create Family Service Events

*The first name in your participants list will be highlighted gray.

*The name that is highlighted is the record that you will be updating.

Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report # Community Help

Family Service Events

Edit events for individual participants as necessary

Participants

Participant	Family Name
Doe, John	Doe
	Johnson

Participant Name

Initial Date: 7/24/18

Description: Fun at the Farm Family Day

Service Area: Nutrition

Family Outcome: Family Well-Being

Family Members

Event Notes

☐ Also add an action related to this event

Previous Step Create Family Service Events

*In the Family Members box, enter the names of those who attended the event.

*Ensure you are entering the names of family members of the enrollee's name that is highlighted gray.

Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report # Community Help

Family Service Events

Edit events for individual participants as necessary

Participant	Family Name
Doe, John	Doe
Johnson, Grace	Johnson

Participant Name

Initial Date: 7/24/18

Description: Fun at the Farm Family Day

Service Area: Nutrition

Family Outcome: Family Well-Being

Family Members:

Event Notes

☐ Also add an action related to this event

Previous Step Create Family Service Events

*Enter any notes that pertain to this family.

*Remember to use the date and user stamp that looks like a clock and spell check.

Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report # Community Help

Family Service Events

Edit events for individual participants as necessary

Participants

Participant	Family Name
Doe, John	Doe
Johnson, Grace	Johnson

Johnson, Grace - Socialization

Initial Date 7/24/18

Description Fun at the Farm Family Day

Service Area Nutrition

Family Outcome Family Well-Being

Family Members



Event Notes

☐ Also add an action related to this event

Previous Step Create Family Service Events

*Click on the next name in your participants list.

*The name of the participant will then change near the top of the screen.

Services Io-Do List Entry Express Management Dashboard Reports Setup Enter Report # Community Help  

Education Family Services More


Family Service Events

Edit events for individual participants as necessary

Participants

Participant	Family Name
Doe, John	Doe
Johnson, Grace	Johnson

Johnson, Grace - Socialization

Initial Date 

Description

Service Area

Family Outcome

Family Members

Event Notes

☐ Also add an action related to this event

[Previous Step](#) [Create Family Service Events](#)

*Enter the names of those who attended from this family.

*Enter any notes that pertain to this family.

*Remember to use the date and user stamp that looks like a clock and spell check.

Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report # Community Help

Family Service Events

Edit events for individual participants as necessary

Participants

Participant	Family Name
Doe, John	Doe
Johnson, Grace	Johnson

Johnson, Grace - Socialization

Initial Date: 7/24/18

Description: Fun at the Farm Family Day

Service Area: Nutrition

Family Outcome: Family Well-Being

Family Members:

Event Notes:

☐ Also add an action related to this event

[Previous Step](#) [Create Family Service Events](#)

*Repeat until you have entered information for all families in attendance.

*Once you have entered information for all families that were in attendance, click the green "Create Family Service Events" button at the bottom of the screen.

ChildPlus

The family service events have been successfully created.

OK

***Click the “OK” button and the event will be created for all enrollees that were in the participants list.**

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Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode Training Mode

Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report # Community Help

John Doe x +

John Doe's Family ▼

Male DOB: 2/24/17 1y 5m CPID: 1055
Enrolled 7/1/18 (23d) Year 3

Flags

EHS 2018 - 2019 • Test Site • Test Classroom • <none>

Application Enrollment Family Services Health Immunizations Disability Mental Health Education Attendance

Events Family Outcomes Family Services Information HV Form Parent Engagement Survey

Family Services Events Options Add Event

Date	Event	Description	Associated With	Progress	Time	Case Worker	Actions
1/23/19	Emergency/Crisis	Run out of fuel oil	Family	Completed	0 h 0 m	Hill, Kelly	1
7/24/18	Socialization	Fun at the Farm Family Day	John		0 h 0 m		0
7/23/18	Need Identified		Family	In Progress	0 h 0 m	Hill, Kelly	1
7/02/18	Home Visit (Educational H...		John	Started	0 h 0 m		9
3/29/18	Communication Log		John		0 h 0 m		0

*The socialization will be listed on the Family Services Events tab.

*Multiple Socializations can be listed individually on this tab.

Questions?

**Contact your supervisor
for additional guidance.**